

# Business Information Technologies

2004 - 2005



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EDUCATION THAT WORKS  
**ForsythTech**  
COMMUNITY COLLEGE

## Admissions

If you have never attended Forsyth Tech or have attended and wish to change programs, follow these steps:

1. Apply by mail or take a completed application to the Admissions Office, 123 Allman Center.
2. Forward official transcripts from high school and all post-high school academic work.
3. Schedule the placement test by calling (336) 734-7448, (test times are available daily) or submit Scholastic Aptitude Test (SAT) or American College Testing (ACT) scores (scores are valid for five years).
4. After receiving an approval letter from the Admissions Office, you will be notified of your registration dates and times.

Additional requirements may exist for certain Health Technology programs. Contact the Admissions Office or visit [www.forsythtech.edu](http://www.forsythtech.edu) for more information.

Note: A special credit student is one who is taking one or more program credit courses, but who is not enrolled in a specific program. Special credit students may not need placement testing. Proof of successful completion of prerequisite courses is required. Contact the Admissions Office for specific requirements.

## Costs

Tuition: Students enrolled for 12 credit hours are considered full-time. Students will be charged per credit hour up to 16 credit hours.

In-State Residents	\$38 per credit hour
Out-of-State Residents	\$211 per credit hour

Normal tuition rates will apply if courses are taken in the Learning Center. Senior Citizens with proof of age 65 are not charged tuition, except for self-supporting Corporate and Continuing Education courses, but are required to pay other fees. Supply fees are set to meet instructional needs in certain types of courses.

Fees:	Student Activity Fee (non-refundable)	.....	\$9.00
	Parking Permit (non-refundable)	.....	\$10.00
	Lab Fees	.....	\$12.00 - \$65.00
	Books/Instructional Materials	.....	\$50.00 - \$400.00
	Technology Fee: 1-11 Credit Hours	.....	\$10.00
	12 or more Credit Hours	.....	\$16.00

Note: Students in health programs who are assigned to clinical settings will have additional costs for uniforms, liability insurance, parking fees and other requirements. Certain PE classes may require additional fees.

Financial Aid is available. Forsyth Tech awards over \$4 million per year to eligible students. Contact the Office of Student Financial Services, (336) 734-7235, for an appointment or to request information and applications.



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# Business Related Programs

Programs in the Business Technology Division are designed to introduce students to various aspects of the free enterprise system.

Of the programs offered, the business administration program provides students with the broadest understanding of the business world. Graduates with an Associate in Applied Science (A.A.S.) degree in business administration can find employment in government agencies, financial institutions and large to small businesses and industries.

Some programs in this division, such as accounting, banking and finance, customer service and office systems technology give students the skills needed to perform specific jobs in a business, industry or government agency. Other programs such as paralegal, medical assisting and transcription and funeral service prepare students to work in a particular type of business or industry.

Students who complete an A.A.S. degree in the business technology division may transfer to a four-year institution that has an articulation agreement with Forsyth Tech. A listing of four-year institutions and the Forsyth Tech programs they accept is available at the Allman Center Information Desk. Students planning to transfer should contact the degree granting college or university for complete information.

# Accounting

## Associate in Applied Science Degree and Diploma

These programs are designed to teach students to assemble and analyze, process and communicate essential information about financial operations.

### Program Length

Degree:	Day	- 5 Semesters, includes 1 Summer Term
	Evening	- 13 Semesters, includes 4 Summer Terms*
Diploma:	Day	- 3 Semesters, includes 1 Summer Term
	Evening	- 6 Semesters, includes 2 Summer Terms*

\* The number of semesters may be shortened if the student can take online classes.

### Admission Cycle

Every Semester

### Maximum Number Admitted Annually

Open

### Recommended Preparations Beyond College Requirements

- Strong math background, high school algebra strongly recommended
- Strong reading comprehension skills
- Basic computer skills

### Attributes Helpful in this Career Choice

- Analytical and critical thinking skills
- Strong communication and interpersonal skills
- Adaptability to various work environments

### Special Program Facts

- Graduates can continue their education at various colleges and universities in the local area and then sit for the CPA exam.
- Forsyth Tech attracts many students already possessing a baccalaureate degree who enroll in the accounting program to obtain the 30 semester hours required by the N.C. State Board of CPA Examiners to sit for the CPA exam.
- Courses are designed to qualify students to sit for the Uniform CPA exam after obtaining a baccalaureate degree.

## EMPLOYMENT OPPORTUNITIES

Job possibilities with local CPA firms.

Employment is available with many manufacturing and service firms in the local area.

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

Degree Graduates  
\$25,000 - \$30,000\*\*

Diploma Graduates  
\$18,000 - \$25,000\*\*

\*\* Depending on skills, education and experience.



# Business Administration

## Associate in Applied Science Degree

Students will gain a basic understanding of the free enterprise system of business in the present global economy, along with math, accounting and basic computing skills appropriate to business today.

### Program Length

- Day: 5 Semesters, includes 1 Summer Term  
Evening: 8 Semesters, includes 2 Summer Terms\*

\* The number of semesters may be shortened if the student can take online classes.

### Admission Cycle

Every Semester

### Maximum Number Admitted Annually

Open

### Recommended Preparations Beyond College Requirements

- None

### Attributes Helpful in this Career Choice

- General awareness of business environment
- Good decision-making skills
- Good communication skills, both oral and written
- Good interpersonal and communication skills
- Computer keyboarding ability

### Special Program Facts

- Graduates have continued their education and received bachelor's and master's degrees.
- Graduates with experience, good work habits, good technical skills and advanced training may advance to middle management.
- Program is designed as a two-year day program or three-year evening program.
- Program emphasizes computer skills training which is fundamental to today's business environment.

## EMPLOYMENT OPPORTUNITIES

A variety of positions in business, government and industry are available.

Job classifications range from entry-level to supervisory to middle management.

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$25,000 - \$30,000\*\*

\*\* Depending on skills, education and experience.

# **Business Administration / Banking and Finance**

## **Associates in Applied Science Degree**

This program is designed to prepare individuals for a career with various financial institutions and other businesses.

### **Program Length**

Day: 5 Semesters, includes 1 Summer Term  
Evening: 8 Semesters, includes 2 Summer Terms\*

\* The number of semesters may be shortened if the student can take online classes.

### **Admission Cycle**

Every Semester

### **Maximum Number Admitted Annually**

Open

### **Recommended Preparations Beyond College Requirements**

- General awareness of business environment
- Strong reading comprehension skills.
- Ability to understand consumer taxation.

### **Attributes Helpful in this Career Choice**

- Self-starter
- Good people skills
- Good communication skills
- Dependability and punctuality skills
- Appropriately dressed and groomed

### **Special Program Facts**

- Graduates should qualify for a variety of entry-level jobs in banking and finance.
- Employment opportunities are available with insurance, brokerage and mortgage companies and government lending agencies.

## **EMPLOYMENT OPPORTUNITIES**

Banks

Savings and Loans

Credit Unions

Finance Companies

## **APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE**

\$25,000 - \$30,000\*\*

\*\* Depending on skills,  
education and experience.



# **Business Administration - Customer Service**

## **Certificate**

This program provides a foundation of communication and interpersonal skills designed to prepare the individual for customer contact roles within a business organization.

### **Program Length**

Day and Evening: 2 Semesters\*

\* The number of semesters may be shortened if the student can take online classes.

### **Admission Cycle**

Every Semester

### **Maximum Number Admitted Annually**

Open

### **Recommended Preparations Beyond College Requirements**

- None

### **Attributes Helpful in this Career Choice**

- General awareness of business environment
- Good decision-making skills
- Good communication skills, both oral and written
- Good interpersonal and communication skills
- Computer keyboarding ability

### **Special Program Facts**

- Graduates with experience, good work habits, good technical skills and advanced training may advance to middle management.

## **EMPLOYMENT OPPORTUNITIES**

Graduates in customer service may work in credit collections, retail or large call response centers.

Employment opportunities include customer services representative, customer services manager and credit and collections specialist.

## **APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE**

\$15,000 - \$20,000\*\*

\*\* Depending on skills, education and experience.



# Business Administration / Electronic Commerce

## Associate in Applied Science Degree

This program is designed to prepare individuals for a career in the Internet economy.

### Program Length

Day: 5 Semesters, includes 1 Summer Term

Evening: 12 Semesters including 4 summer sessions\*

\* The number of semesters may be shortened if the student can take online classes.

### Admission Cycle

Every Semester

### Maximum Number Admitted Annually

Open

### Recommended Preparations Beyond College Requirements

- Strong communication skills
- Strong reading comprehension skills
- Basic computer skills
- Strong mathematical skills

### Attributes Helpful in this Career Choice

- Analytical and critical thinking skills
- Strong communication and interpersonal skills
- Adaptability to various work environments

### Special Program Facts

- Electronic commerce requires a convergence of technology and business strategy for development of successful online businesses.
- Program prepares the student to take advantage of the new business opportunities that electronic commerce makes possible.

## EMPLOYMENT OPPORTUNITIES

Job possibilities with governmental agencies, financial institutions and small to medium size businesses.

Employment is available with many manufacturing and service firms in the local area.

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$25,000 - \$30,000\*\*

\*\* Depending on skills, education and experience.

# Business Administration / Logistics Management

## Associate in Applied Science Degree

This program prepares students for careers in transportation and warehousing through the study of principles of organization and management in logistics.

### Program Length

Day: 5 semesters including 1 summer session

Evening: 13 semesters including 4 summer sessions\*

\* The number of semesters may be shortened if the student can take online classes.

### Admission Cycle

Every Semester

### Maximum Number Admitted Annually

Open

### Recommended Preparations Beyond College Requirements

- Strong math background (high school algebra strongly recommended)
- Negotiation skills
- Strong written and verbal skills
- Leadership and teamwork skills

### Attributes Helpful in this Career Choice

- Analytical and critical thinking skills
- Strong communication and interpersonal skills
- Adaptability to various work environments

### Special Program Facts

- Coursework includes international and domestic movement of goods from the raw materials source(s) through production and ultimately the ultimate consumer.
- Courses in transportation, warehousing, inventory control, materials handling, computerization and federal transportation and OSHA regulations are emphasized.

## EMPLOYMENT OPPORTUNITIES

A variety of positions in business, government and industry are available.

Possible job positions include:

warehouse store clerk, shipping / receiving clerk, transportation coordinator, distribution supervisor, inventory manager, logistics analyst, warehouse supervisor, supply chain analyst, buyer / purchasing agent, customer service manager, warehouse manager, distribution manager, traffic manager, purchasing manager, logistics manager and logistics planner.

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$25,000 - \$30,000\*\*

\*\* Depending on skills, education and experience.



# Global Logistics Technology

## Associate in Applied Science Degree

This program prepares students for a multitude of opportunities in distribution, transportation and manufacturing organizations.

### Program Length

- Day: 5 Semesters, includes 1 Summer Term  
Evening: 11 Semesters, includes 3 Summer Terms\*

\* The number of semesters may be shortened if the student can take online classes.

### Admission Cycle

Every Semester

### Maximum Number Admitted Annually

Open

### Recommended Preparations Beyond College Requirements

- Strong math background (high school algebra strongly recommended)
- Willingness to adapt to changing technology
- Ability to manage detailed projects
- Ability to work in a team environment

### Attributes Helpful in this Career Choice

- Analytical and critical thinking skills
- Good technological/computer skills
- Adaptability to various work environments

### Special Program Facts

- Coursework includes computer applications, accounting, business law, management and international business.
- Students will solve different levels of logistics-related problems through case study evaluations and supply chain projects utilizing logistical hardware and intelligent software tools.

## EMPLOYMENT OPPORTUNITIES

A variety of positions in business, government and industry are available.

Possible job positions include:

warehouse store clerk, shipping / receiving clerk, transportation coordinator, distribution supervisor, inventory manager, logistics analyst, warehouse supervisor, supply chain analyst, buyer / purchasing agent, customer service manager, warehouse manager, distribution manager, traffic manager, purchasing manager, logistics manager and logistics planner.

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$25,000 - \$30,000\*\*

\*\* Depending on skills, education and experience.

# Health Information Technology

## Associate in Applied Science Degree

This program prepares individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage and report health information.

The Triad Regional Health Information Technology Program is a collaborative educational program offered by Davidson County Community College, Forsyth Technical Community College and Guilford Technical Community College. All supporting courses required in the program are available on each local campus. Major courses needed for the degree will be offered at Davidson County Community College. The degree will be awarded jointly by Davidson County Community College and the participating college.

### Program Length:

Day only: 5 Semesters, includes 1 Summer Term

### Admission Cycle

Fall Semester Entry

### Maximum Number Admitted Annually

6 Forsyth Tech Students

### Recommended Preparations Beyond College Requirements

- Basic and advanced computer skills
- Strong mathematics background

### Attributes Helpful in this Career Choice

- Strong math (statistics) aptitude
- Interested in computer science and especially software applications
- Detail oriented individual

### Special Program Facts

This program is accredited by the Commission on the Accreditation of Allied Health Educational Programs (CAAHEP).

## EMPLOYMENT OPPORTUNITIES

Positions are available at hospitals, rehabilitation facilities, nursing homes, health insurance organizations, out-patient clinics, physicians' offices, mental health facilities and Hospice.

## APPROXIMATE ENTRY LEVEL ANNUAL SALARY RANGE

\$29,000 - \$40,000 depending on technician or director position



# International Business

## Associate in Applied Science Degree and Certificate

This program prepares students for positions in international business through studies in business, social studies, foreign language and specialized courses.

### Program Length

Degree:	Day	-	4 Semesters
	Evening	-	11 Semesters, includes 3 Summer Terms*
Certificate:	Day	-	3 Semesters*

\* The number of semesters may be shortened if the student can take online classes.

### Admission Cycle

Every Semester

### Maximum Number Admitted Annually

Open

### Recommended Preparations Beyond College Requirements

- Previous keyboarding and computer experience
- Foreign language skills

### Attributes Helpful in this Career Choice

- Tolerance for others
- Strong people skills
- Flexibility
- Open mindedness

### Special Program Facts

- Graduates can expect to find entry-level employment in one of the many local firms conducting international commerce.
- Overseas travel opportunities may develop with some firms after a new employee becomes productive and contributes to the firm's mission.

## EMPLOYMENT OPPORTUNITIES

In addition to the many local firms both large and small involved in international trade, entry-level employment may also be found in some government agencies, non-governmental organizations and other entities.

As always, entrepreneurship is also an option.

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$25,000 - \$30,000\*\*

\*\* Depending on skills, education and experience.

# Medical Assisting

## Associate in Applied Science Degree

Through course work, laboratory practice and supervised clinical externship, students will gain the entry-level knowledge and skills to perform administrative, clinical and laboratory procedures.

### Program Length

Day: 5 Semesters, includes 1 Summer Term

### Admission Cycle

Fall Semester Entry

### Maximum Number Admitted Annually

20

### Recommended Preparations Beyond College Requirements

- Strong written and oral communication skills
- High school anatomy and physiology
- Strong math skills
- High school algebra

### Attributes Helpful in this Career Choice

- Love of people
- Attention to detail
- Accuracy
- Flexibility and adaptability

### Special Program Facts

- Includes clinical externship
- Graduates are eligible to sit for national certification exam to become certified medical assistants (CMA)
- CAAHEP-approved (Accredited by Council on Accreditation of Allied Health Education Programs)

### EMPLOYMENT OPPORTUNITIES

Outpatient medical facilities

### APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$22,000 - \$28,000



# Medical Office Administration

## Associate in Applied Science Degree

This program prepares students to provide administrative and support functions in medical and other health care related offices.

### Program Length

Day: 5 Semesters, includes 1 Summer Term

\* Most classes in the program can be taken in the evening. Please see the class listing schedule for listing of evening classes.

### Admission Cycle

Every Semester

### Maximum Number Admitted Annually

66

### Recommended Preparations Beyond College Requirements

- Previous exposure to keyboarding on a computer
- Possession of strong oral and written communication skills

### Attributes Helpful in this Career Choice

- Good people skills
- Ability to maintain confidentiality of clients and office information
- Ability to follow directions (both oral and written)
- Dependability and punctuality in performance of duties
- Initiative and problem-solving skills

### Special Program Facts

- Graduates will be prepared for entry-level positions in large and small medical offices, nursing facilities, laboratories and hospitals
- With experience and advanced education, graduates may move into higher positions such as office management.
- Graduates will receive various levels of training in all duties required for the operation of a medical office. These include records management, scheduling of appointments, medical transcription, medical coding, medical billing and insurance and medical office procedures.

## EMPLOYMENT OPPORTUNITIES

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies and other health care related organizations.

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$18,000 - \$21,000

# Medical Transcription

## Diploma Program

This program prepares individuals to become medical language specialists who interpret and transcribe dictation by physicians and other healthcare professionals in order to document patient care and facilitate delivery of health care services.

### Program Length

Day: 3 Semesters, includes 1 Summer Term

### Admission Cycle

Fall Semester Entry

### Maximum Number Admitted Annually

22

### Recommended Preparations Beyond College Requirements

- Basic keyboarding skills
- Basic computer literacy

### Attributes Helpful in this Career Choice

- Keyboarding skills
- Knowledge of medical terms

### Special Program Facts

- Through course work and a supervised externship, students will gain the entry-level knowledge and skills to perform medical transcription and become language specialists for physicians and other health care professionals in order to document patient care and facilitate delivery of health care services.

## EMPLOYMENT OPPORTUNITIES

Hospitals, laboratories, physicians' offices, insurance companies, medical/research facilities and private transcription businesses.

After acquiring work experience, individuals can apply to the American Association for Medical Transcription to become Certified Medical Transcriptionists.

Students may also join the American Association for Medical Transcription as a career resource opportunity.

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$17,000 - \$20,000



# Office Systems Technology

Associate in Applied Science Degree, Diploma and Certificate

Students are prepared to be office professionals who respond to the demands of a dynamic, computerized workplace.

## Program Length

Degree:	Day	-	5 Semesters, includes 1 Summer Term
	Evening	-	11 Semesters, includes 3 Summer Terms
Diploma:	Day	-	3 Semesters, includes 1 Summer Term
	Evening	-	5 Semesters, includes 1 Summer Term
Certificate:	Day	-	2 Semesters
	Evening	-	2 Semesters

## Admission Cycle

Every Semester

## Maximum Number Admitted Annually

66

## Recommended Preparations Beyond College Requirements

- Previous exposure to keyboarding on a computer
- Possession of strong oral and written communication skills

## Attributes Helpful in this Career Choice

- Ability to follow directions (both oral and written)
- Good people skills
- Dependability and punctuality in performance of duties
- Initiative and problem-solving skills

## Special Program Facts

- Graduates have continued their education and received bachelor's and master's degrees.
- Graduates with experience, good work habits, good technical skills and training have advanced to middle management positions.
- Graduates enjoy job flexibility by being able to leave and re-enter the job market easily.

## EMPLOYMENT OPPORTUNITIES

A variety of positions in business, government and industry are available.

Job classifications range from entry-level to supervisor to middle management. Degree graduates receive preparation to take the Certified Professional Secretary (CPS) exam.

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$16,000 - \$30,000\*\*

\*\* Depending on skills, education and experience.

# Office Systems Technology - Microsoft Office Specialist Certificate

Students are prepared to be office professionals who respond to the demands of a dynamic, computerized workplace.

## Program Length

Certificate: Day - 2 Semesters  
Evening - 2 Semesters

## Admission Cycle

Every Semester

## Maximum Number Admitted Annually

66 (3 sections of 22, due to computer classroom size)

## Recommended Preparations Beyond College Requirements

- Previous exposure to keyboarding on a computer
- Possession of strong oral and written communication skills

## Attributes Helpful in this Career Choice

- Ability to follow directions (both oral and written)
- Good people skills
- Dependability and punctuality in performance of duties
- Initiative and problem-solving skills

## Special Program Facts

- Graduates have continued their education and received bachelor's and master's degrees.
- Graduates with experience, good work habits, good technical skills and training have advanced to middle management positions.
- Graduates enjoy job flexibility by being able to leave and re-enter the job market easily.

## EMPLOYMENT OPPORTUNITIES

A variety of positions in business, government and industry are available.

Job classifications range from entry-level to supervisor to middle management. Degree graduates receive preparation to take the Certified Professional Secretary (CPS) exam.

The Microsoft Office Specialist certificate prepares students for the various exams.

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$16,000 - \$30,000

# Paralegal Technology

## Associate in Applied Science Degree

Students learn the practical skills necessary to assist in the routine legal tasks and substantive legal work which attorneys perform.

### Program Length

One to three years depending on level of commitment and whether classes are taken during the day or evening.

### Admission Cycle

Students may enter the day program every 30 days and the night program at any semester start.

### Maximum Number Admitted Annually

Day Program: 40  
Evening Program: 30

### Recommended Preparations Beyond College Requirements

- None

### Attributes Helpful in this Career Choice

- Willingness to read and work hard.

### Special Program Facts

- Specialized certificates are mainly designed for persons already working in a law office and/or already possessing a two- or four-year degree.

## EMPLOYMENT OPPORTUNITIES

Too numerous to identify - paralegals are now employed in all fields and in all types of businesses (for profit and non-profit) and government offices.

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$24,000 - \$30,000



# Paralegal Technology - Business Practice

## Certificate

Students learn to comprehend legal issues in corporate and commercial law, gather information for document production, prepare documents, coordinate client representation and assist in the work of representing business clients.

### Program Length

Day: 2 Semesters

Evening: 2 Semesters

### Admission Cycle

Every Semester

### Maximum Number Admitted Annually

30

### Recommended Preparations Beyond College Requirements

- None

### Attributes Helpful in this Career Choice

- Good reading and writing skills
- Good organizational skills
- A previous two or four-year college degree.

### Special Program Facts

- Program stresses use of computers to simplify and automate work.

## EMPLOYMENT OPPORTUNITIES

Private and public corporations operating for profit and not-for-profit and in law firms of all sizes.

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$24,000 - \$30,000

# Paralegal Technology - Family Law

## Certificate

Students learn to comprehend legal issues in divorce, custody, support, separation, equitable distribution law, gather information for document production, prepare documents, coordinate client representation and assist in the work of representing domestic clients.

### Program Length

Day: 2 Semesters

Evening: 2 Semesters

### Admission Cycle

Every Semester

### Maximum Number Admitted Annually

30

### Recommended Preparations Beyond College Requirements

- None

### Attributes Helpful in this Career Choice

- Good reading and writing skills
- Good organizational skills
- A previous two or four-year college degree.

### Special Program Facts

- Program stresses use of computers to simplify and automate work.

## EMPLOYMENT OPPORTUNITIES

Law firms of all sizes, government agencies involved in family matters and in the Office of the Clerk of Superior Court.

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$24,000 - \$30,000

# Paralegal Technology - Litigation

## Certificate

Students learn to comprehend legal issues in litigation matters (civil and criminal in nature), gather information for document production, prepare documents, coordinate client representation and assist in work of representing civil or criminal litigation clients.

### Program Length

Day: 2 Semesters

Evening: 2 Semesters

### Admission Cycle

Every Semester

### Maximum Number Admitted Annually

30

### Recommended Preparations Beyond College Requirements

- None

### Attributes Helpful in this Career Choice

- Good reading and writing skills
- Good organizational skills
- A previous two- or four-year college degree.

### Special Program Facts

- Program stresses use of computers to simplify and automate work.

## EMPLOYMENT OPPORTUNITIES

Law firms, insurance companies, legal services, the Office of the Clerk of Superior Court, the district attorney and the public defender.

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$24,000 - \$30,000



# Paralegal Technology - Personal Injury

## Certificate

Students learn to comprehend legal issues in a personal injury case, gather and assess evidence, prepare documents, coordinate client representation and assist in negotiations and litigation.

### Program Length

- Day: 2 Semesters
- Evening: 2 Semesters

### Admission Cycle

Every Semester

### Maximum Number Admitted Annually

30

### Recommended Preparations Beyond College Requirements

- None

### Attributes Helpful in this Career Choice

- Good reading and writing skills
- Good organizational skills
- A previous two- or four-year college degree.

### Special Program Facts

- Program stresses use of computers to simplify and automate work.

## EMPLOYMENT OPPORTUNITIES

Private law firms

Insurance industry

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$24,000 - \$30,000

# Paralegal Technology - Real Property Certificate

Students learn to search real estate titles, prepare loan closing documents including HUD-1 closing settlement statements using commercially available software and assist in residential real estate transactions.

## Program Length

Day: 2 Semesters

Evening: 2 Semesters

## Admission Cycle:

Every Semester

## Maximum Number Admitted Annually

30

## Recommended Preparations Beyond College Requirements

- None

## Attributes Helpful in this Career Choice

- Good reading and writing skills
- Good organizational skills
- A previous two- or four-year degree

## Special Program Facts

- Program stresses use of computers to simplify and automate work.

## EMPLOYMENT OPPORTUNITIES

Lending institutions

Law firms as title  
searchers and  
closing specialists

Corporate and  
government offices  
working in real  
estate related  
matters

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$24,000 - \$30,000

# **Paralegal Technology - Wills and Estate Administration Certificate**

Students learn to comprehend legal issues in estate planning and estate administration, gather information for preparing wills, trusts and powers of attorney, prepare documents such as wills, trusts and estate forms (including income and estate tax forms), coordinate client representation and assist in the work of representing clients before the Clerk of Superior Court and Internal Revenue Service.

## **Program Length**

Day: 2 Semesters

Evening: 2 Semesters

## **Admission Cycle**

Every Semester

## **Maximum Number Admitted Annually**

30

## **Recommended Preparations Beyond College Requirements**

- None

## **Attributes Helpful in this Career Choice**

- Good reading and writing skills
- Good organizational skills
- A previous two- or four-year college degree.

## **Special Program Facts**

- Program stresses use of computers to simplify and automate work.

## **EMPLOYMENT OPPORTUNITIES**

Office of the Clerk of Superior Court, law firms of all sizes and financial planning companies including bank trust departments.

## **APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE**

\$24,000 - \$30,000



# Real Estate

## Certificate

The Real Estate program provides the prelicensing education required by the North Carolina Real Estate Commission, prepares individuals to enter the profession and offers additional education to meet professional development needs.

### Program Length

Day and Evening: 3 Semesters, includes  
1 Summer Term

### Admission Cycle

Every Semester

### Maximum Number Admitted Annually

30

### Recommended Preparations Beyond College Requirements

- None

### Attributes Helpful in this Career Choice

- Strong math aptitude
- Good communication and interpersonal skills

### Special Program Facts

Graduates should qualify for North Carolina Real Estate Sales and Broker examinations.

## EMPLOYMENT OPPORTUNITIES

Real estate sales

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$22,000 - \$24,000

# Real Estate Appraisal

## Certificate

The Real Estate Appraisal program is designed to prepare individuals to enter the appraisal profession as a registered trainee and advance to licensed or certified appraiser levels.

### Program Length

Evening only: 3 Semesters, includes 1 Summer Term

### Admission Cycle

Spring Semester Entry

### Maximum Number Admitted Annually

30

### Recommended Preparations Beyond College Requirements

- Real estate sales or brokerage experience

### Attributes Helpful in this Career Choice

- Strong math aptitude
- Good communication and interpersonal skills

### Special Program Facts

- North Carolina Registered Trainee examinations must be passed.

## EMPLOYMENT OPPORTUNITIES

Registered Trainee

Licensed or Certified Appraiser

## APPROXIMATE ENTRY-LEVEL ANNUAL SALARY RANGE

\$22,000 - \$24,000

## Notes



## Notes

## Notes

## Noncredit Courses

The college offers noncredit business courses that are available year-round, taught both online and in the classroom. Noncredit courses can be taken on a stand-alone basis or to complement a credit program of study. They are designed to upgrade employability skills and may also be used to prepare for professional certification exams and as an introduction to some certificate, diploma and associate's degree credit programs.

Continuing Education Units (CEUs) at the rate of one CEU per classroom hour are awarded upon successful completion of a noncredit course. CEUs are not transferable to credit hours. However, the knowledge gained may be applied to "testing out" of a credit course if one takes a noncredit course and subsequently enrolls in a closely related credit program of study. There is a fee associated with this option and it must be approved by the appropriate academic advisor.

Noncredit seminars are available through the Small Business Center. Designed for entrepreneurs, the seminars provide information about business start-up, development and operations. CEUs are not awarded for seminar participation. Entrepreneurs can also receive business counseling, reference materials and referrals to other business assistance providers by visiting the Small Business Center.

To view a schedule of noncredit courses and seminars, course and seminar descriptions, to register and to order textbooks, log on to [www.forsythtech.edu](http://www.forsythtech.edu) and click on the Corporate and Continuing Education Services page. Some of the noncredit courses include:

- Customer Service
- Human Resource Management Certification Training
- Internet Marketing on a Shoestring Budget
- Just in Time
- Office Technology
- Project Management
- Purchasing
- Start and Grow a Successful Business
- Starting a Business from A-Z
- Supply Chain Management
- Telephone Professionalism
- Time Management
- Writing a Business Plan That Works

### Noncredit Registration

An admissions process is required for some of the noncredit business courses. For help selecting a course or to learn more about the admissions' process, contact the Corporate and Continuing Education Customer Service Center and a skilled professional will help you select an appropriate course. Registration can be completed online, by phone or in person. For complete registration information, go online to [www.forsythtech.edu](http://www.forsythtech.edu) call the Customer Service Center at (336) 761-1002 or visit the center Mondays-Fridays between 8 a.m. and 6 p.m. at the Forsyth Tech West Campus, 1300 Bolton Street, Winston-Salem.

# CAMPUS AND CENTER LOCATIONS

Campus tours are given upon request. To schedule a tour, call (336) 734-7260.

## Main Campus

2100 Silas Creek Parkway  
Winston-Salem, N.C. 27103-5197  
(336) 723-0371  
*(Mailing address for all  
Forsyth County locations)*

## 4<sup>th</sup> Street Small Business Center

Chamber Building  
601 West 4<sup>th</sup> Street  
Winston-Salem, N.C.  
(336) 631-1320

## 5<sup>th</sup> Street Library Center

Forsyth County Public Library  
660 West 5<sup>th</sup> Street  
Winston-Salem, N.C.  
(336) 631-1325

## Forsyth Tech Hispanic Center

Forsyth County Public Library  
660 West 5<sup>th</sup> Street  
Winston-Salem, N.C.  
(336) 631-1326  
*Se habla español.*

## Stokes County Center

Stokes County Government Center  
1012 Main Street  
Danbury, N.C.  
(336) 593-2482

## Grady P. Swisher Center

1251 Dudley Products Drive  
Kernersville, N.C.  
(336) 734-7903

## West Campus

1300 Bolton Street  
Winston-Salem, N.C.  
(336) 761-1002

## Mazie S. Woodruff Center

4905 Lansing Drive  
Winston-Salem, N.C.  
(336) 734-7950



EDUCATION THAT WORKS  
**ForsythTech**  
COMMUNITY COLLEGE

[www.forsythtech.edu](http://www.forsythtech.edu)

[admissions@forsythtech.edu](mailto:admissions@forsythtech.edu)

An Equal Opportunity Educational Institution  
Forsyth Technical Community College is accredited by  
the Commission on Colleges of the Southern  
Association of Colleges and Schools to award  
associate's degrees, diplomas and certificates.

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